

Complex Project Process

DEFINITIONS (added to the Act – pertaining to Complex Projects)

Complex Project – means an excavation that involves more work than properly can be described in a single locate request or any project designated as such by the excavator as a consequence of its complexity or its potential to cause significant disruption to lines or facilities and the public, including excavations that require scheduling locates over an extended time frame.

Preconstruction Request – means a notification to facility owners regarding a complex project.

RESPONSIBILITIES (under the Act – pertaining to Complex Projects)

One Call System – Determine the method, type and number of notifications in a complex project. (Section 3 (4))

Project Owner – To participate in design and preconstruction meetings either directly or through a representative. (Section 6.1 (4))

Designer – (or their agent) shall attend the meeting. (Section 5 (3)).

Facility Owner – To participate in preconstruction meetings for a complex project or as described in clause (3) of Section 5. (Section 2 (5.viii))

To propose mutually agreeable scheduling by with the excavator, facility owner or designer may locate the facilities. (Section 2(5.iii.1))

Excavator – To make notification of a complex project not less than ten business days in advance of the beginning of excavation or demolition work. (Section 5(2.1)).

To take reasonable steps to work with facility owners, including scheduling and conducting a preconstruction meeting, so that they may locate their facilities at a time reasonably in advance of the actual start date.... (Section 5(3))

To give notice of the meeting sufficiently in advance so as to permit attendance, either in person or electronically.....and shall include information sufficient to identify the scope of work. Section (5(3)).

To, if the excavator does not believe that a preconstruction meeting is necessary, indicate such belief in its notice. (Section 5(3)).

To, in the event a preconstruction meeting is not conducted, attend a meeting with individual Facility Owners if they so request. (Section 5(3)).

To comply with the requirements established by the One Call System as determined by the board of directors regarding the maximum area that a notification may cover. (Section 5(3.1)).

To employ prudent techniques if insufficient information is available to safely excavate. (Section 5(4)).

To NOT excavate prior to the lawful dig date. (Section 5(5)).

PROCESS OUTLINE

1. Excavator determines his project is a Complex Project by definition.
2. Excavator initiates a Meeting Request Notice from POCS.
 - a. MRN initiated on POCS Complex Project Portal (10 business days)
 - b. Includes date, time and location of meeting
 - c. Includes geographical info for Project Site (similar to dig ticket)
 - d. Includes Contact info for Excavator & Project Owner
 - e. Excavator may determine that a meeting is not necessary
 - i. Must state this in the MRN
 - ii. Must revert to standard dig ticket process
 - iii. Facility owner may request meeting with Excavator
 - iv. If so, excavator MUST attend.
 - f. Excavator receives Meeting Request Number from POCS.
3. POCS system determines affected facility owners and sends notice of meeting
4. Facility Owners respond through POCS regarding intention to attend meeting
5. Excavator MUST notify Project Owner & Designer of meeting
6. Excavator conducts meeting
 - a. Exchange of contact information
 - b. Review scope of work on project
 - c. Identification of construction phases (start dates / mark by dates)
 - d. MARK OUT AGREEMENT – must be unanimous
 - i. Max geographic area on complex dig ticket
 - ii. Days to mark out complex dig ticket
 - e. Decide how to handle changes
 - f. Excavator takes minutes of meeting
7. Excavator updates MRN on POCS portal with meeting minute information
 - a. Enter contact info for all attendees
 - b. Enter construction phase info with start dates and mark by dates
 - c. Consider uploading PDF files (project plans, written minutes, etc)
8. Excavator activates 1st phase and launches dig ticket FROM THE PORTAL
 - a. Cannot launch prior to the day the meeting is conducted
 - b. POCS system does not have separate Complex Project dig ticket format
 - i. Enter Mark Out Agreement language in Comments box of each dig ticket launched.
9. Excavator activates other phases and launches dig tickets as needed.
10. Excavator closes MRN at completion of project.

OTHER POINTS

1. YOU CANNOT EXCAVATE SOONER THAN 10 BUSINESS DAYS FROM MAKING THE PRECONSTRUCTION MEETING REQUEST.
2. YOU CANNOT LAUNCH THE FIRST DIG TICKET PRIOR TO THE DAY THE PRECONSTRUCTION MEETING IS CONDUCTED and YOU STILL CANNOT DIG UNTIL THE THIRD BUSINESS DAY AFTER MAKING LAUNCHING THE DIG TICKET.
3. The 3 business day wait for the dig ticket CAN be included in the 10 business day meeting notice time frame. (Day 1 – call for MRN, conduct meeting and launch dig ticket on day 7, begin excavation on day 10).
4. Excavator can file an Incident Report on any affected facility owner who does not attend the meeting.
5. Facility owner can file an Incident Report on any excavator who did not request a MRN if the project fits the definition of a Complex Project.
6. The Project Designer is not necessarily the Engineering firm hired to perform contract administration and inspection.
7. POCS is currently working on a new User's Guide section for Complex Projects.
8. POCS Adopted a Resolution allowing Complex Project participants to agree to the maximum geographic area that can be on a single locate request. POCS can rescind this if abuse should occur.
9. The Complex Project Pre-Construction Meeting Process Guidelines and the Resolution regarding Scope of Ticket in a Complex Project documents are interim and may be modified by POCS in the final version of the User's Guide section on Complex Projects.
10. POCS has not created a new ticket format for Complex Project Dig Tickets. When you launch a dig ticket(s) the facility owner receives a standard dig ticket. Even though the ticket references the MRN for the Complex Project, this can cause confusion so it is recommended that you put the mark out agreement language in the comments box on EVERY dig ticket that you launch. POCS needs to create a new ticket format to solve this.
11. Standard dig tickets must be closed out by Facility Owners after 10 business days. However, it is possible that your particular mark out agreement allows them more than 10 business days to complete the mark out. This presents a problem for Facility Owners – if they leave the ticket open, they appear to be in violation of the system rules – if they close it out before their markers have completed the mark out, their internal system will indicate that all marking is completed and the markers may not be prompted to finish the mark out. POCS needs to develop a solution to this.
12. Create a system of documentation in the field based on your mark out agreement.

Complex Project Pre-Construction Meeting Process Guidelines

- I. Terms used in this document are as defined in the Act.
- II. Notifications will be via the Pennsylvania One Call System (POCS) Meeting Request Web Portal
 1. Excavator makes initial designation of complex project and gives notice of pre-construction meeting through POCS to affected parties and establishes date, time and place of meeting. Meetings are strongly encouraged in the case of complex projects.
 - a. It is strongly recommended that in the case of a complex project that extends over a large geographic area, the party should consider scheduling multiple meetings throughout the site to accommodate facility owner travel needs.
 - b. The excavator is responsible for notifying the project owner and the designer of the meeting.
Note: The designer is the one that prepared the drawing, not necessarily the one that is managing the project.
 2. If excavator determines that a pre-construction meeting is not necessary, notice shall so state. If an individual facility owner nonetheless wishes to have a meeting, a meeting shall take place between that facility owner and the excavator. Other facility owners need not attend. [Sec 5(3) of Act.] In the notice excavator shall state the reason for determining that a pre-construction meeting is not necessary.
 3. At the meeting the parties shall agree upon their individual obligations consistent with the project. These obligations may vary from project to project based upon the specifics of the project and it is not the intent of this process to provide a specific set of standards for all complex projects. Rather it is intended that the parties shall have the flexibility to make decisions consistent with the project's parameters.
 - a. The entire scope of the project must be defined at the meeting. Detail on phases should be defined as much as possible. It is recommended that known phases be entered into the POCS portal initially.
 - b. Agreement on the scope of ticket will be left to the parties attending the preconstruction meeting.
 - c. If a facility owner cannot agree to the proposed locate schedule, everyone must work to find a schedule the one facility owner can agree to.
 - d. If no agreement can be reached, the excavator must create single excavation notifications for the areas where the dissenting facility owner owns/operates lines.
 - e. Regardless of the agreed to mark out schedule, the single excavation notification is the default.

- f. If an involved facility owner fails to attend the meeting, the excavator has no further obligation to attempt to contact them or otherwise notify them of the excavation schedule. Facility Owners are required to attend the meeting.
4. Any minutes shall be taken by the excavator calling the meeting using the POCS approved template and the minutes shall set forth the agreements made by the parties. Excavators are encouraged to keep minutes. In the absence of minutes or a meeting the parties shall be bound by the provisions contained in the POCS Users Guide for non-complex excavation notifications. Any minutes shall be provided to POCS on-line.
5. No agreements made at the pre-construction meeting shall amend the Underground Utility Line Protection Act (UULP).
6. Subsequent to the pre-construction meeting the excavator shall provide the excavation notification required by Sec. 5 of the Act. The notification shall be consistent with the agreements reached at the pre-construction meeting, if such a meeting is called.
7. An excavator designating a project as a complex project shall provide notice of complex project status prior to making the excavation notification required in Sec. 5 of the Act and shall not issue an excavation notification prior to the pre-construction meeting.
8. Individual facility owners shall determine their own internal processes needed to comply with the pre-construction meetings and the decisions they agree to at such meetings.
9. If the project start is delayed AFTER the preconstruction meeting has been conducted and the mark out schedule agreed to, the following will apply:
 - a. If the start date that was agreed to is delayed no more than 90 days:
 - o The excavator will do an Update via the portal.
 - o The portal will prompt for new dates on Locate Schedule.
 - o One Call will send a Change Announcement to Facility Owners that an updated locate schedule has been posted.
 - b. If the start date that was agreed to is delayed more than 90 days:
 - o A new Meeting Request will be required
 - c. Multiple 90 day delays will not be allowed.
 - d. If the dates of the phases change, the changes shall be done via the POCS portal.
 - o Excavators will be allowed to enter phases that were not defined during the preconstruction meeting, provided the phase does not exceed the scope of the project.
 - o One Call will send an announcement to the facility owner.
10. If the scope of the project changes, a new preconstruction meeting request will be required.

Resolution regarding Scope of Ticket in a Complex Project

WHEREAS, Pursuant to Section 5 (3.1) of the UULPA the POCS Board is empowered to establish the maximum area that a notification may cover, and

WHEREAS, the POCS Board has established such maximum area for ordinary notifications, and

WHEREAS Section 5 (3) establishes certain requirements in the case of complex projects, including the requirement for preconstruction meetings to determine the staging and scheduling of such projects by mutual agreement of the excavator and affected facility owners,

NOW THEREFORE, the POCS Board herewith determines that, in the case of a complex project, the parties at the preconstruction meeting held pursuant to proper notice given pursuant to Section 5 (3) may collectively agree to a maximum area of excavation notifications during the project that differs from that determined by the Board for non-complex projects; such agreement must be unanimous and shall apply only to such complex project, and the maximum area so determined shall immediately be communicated to the POCS staff.